

Head

Head back,
chin tucked,
Ears, shoulder,
hips aligned.

Neck

Use headphones.
Do not cradle
phone between
head and
shoulder!

Elbows

At sides - slightly
more than 90
degree bend.

Chair

Fully adjustable with
lumbar support in
small of the back.

Eyes

Level with top
1/3 of screen.
18-24"

Document Holder

Adjacent to and at
same height as
monitor.

Keyboard

Same height as elbow
with wrists slightly bent.
Keystroke gently!

Mouse

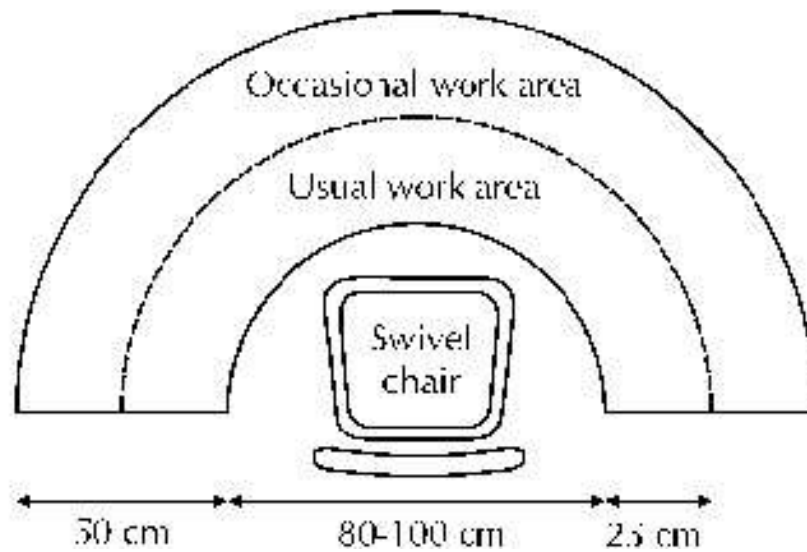
Adjacent to and
at same height
as keyboard.

Chair Height

Hips slightly more than 90
degrees, feet flat on the floor

**Take breaks
every
30 minutes!**





Correct Lifting Technique

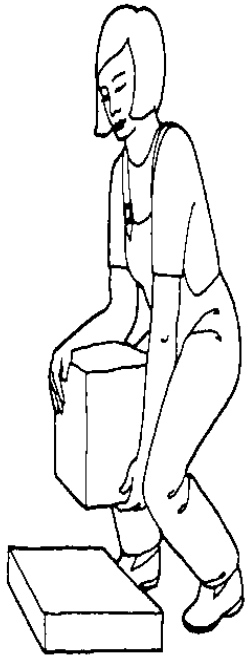


Fig. 4.2 Short lever → less stress on spine.

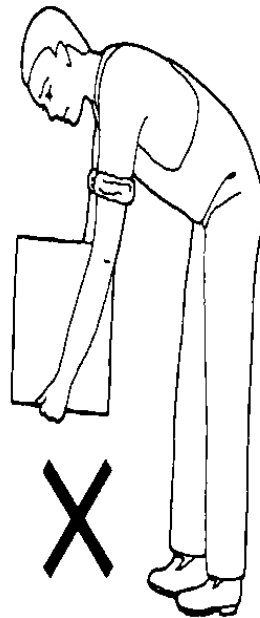


Fig. 4.3 Long lever → stress on spine.

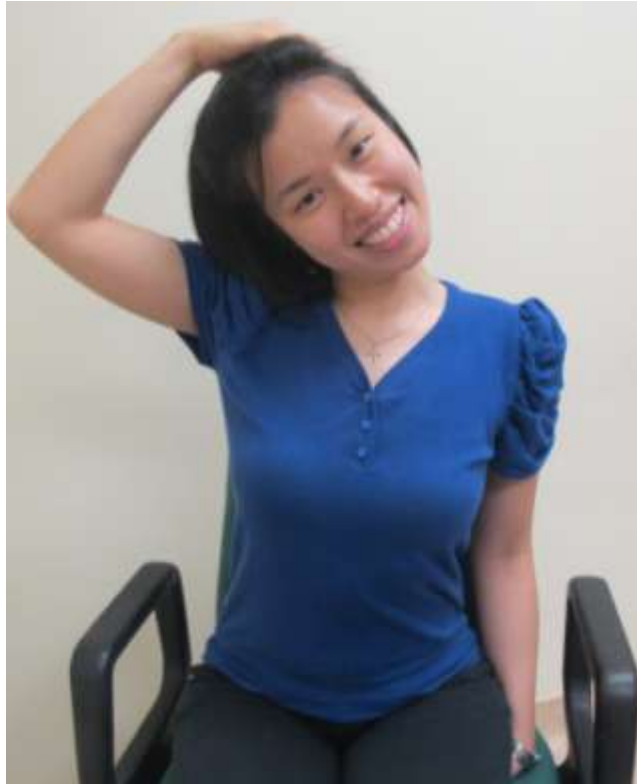
- Lift using legs
- Hold object close to body
- Maintain a straight spine during lifting
- Get help if too heavy
- Not more than 5-10 kg

Lets Get Moving

- **Simple and effective exercises you can do at your desk and in the office!**
- **Take 5 minutes every 1-2 hours to keep your spine and muscles healthy!**
- **Benefits:**
 - Reduce tension and stress
 - Improve posture
 - Improve circulation
 - Decrease the risk of injury



Neck and Shoulders Stretch



Trapezius Muscles



Rotator Cuff Muscles

Upper and Mid Back Stretch

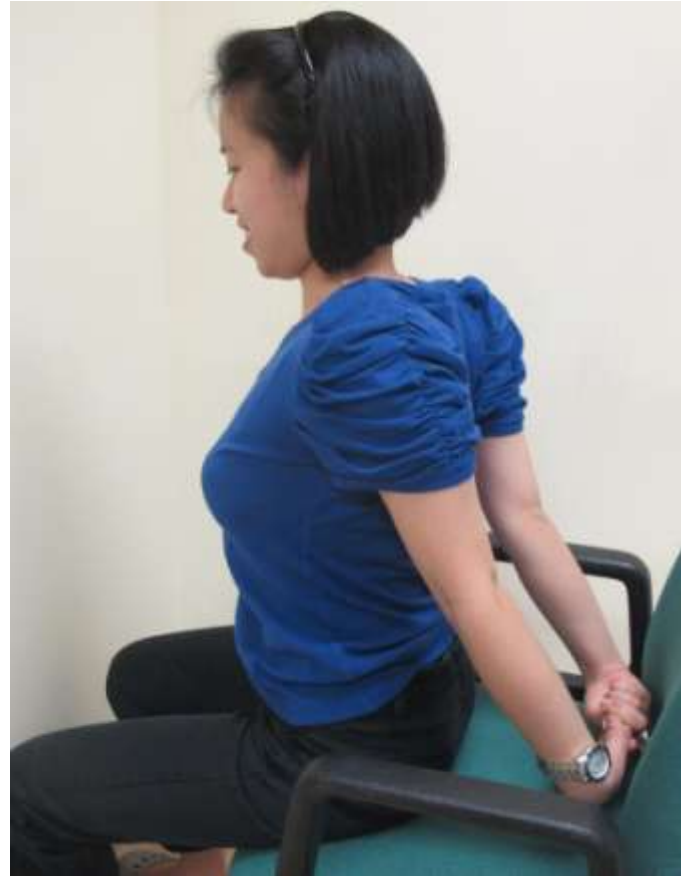


Thoracic Extension



Thoracic Rotation

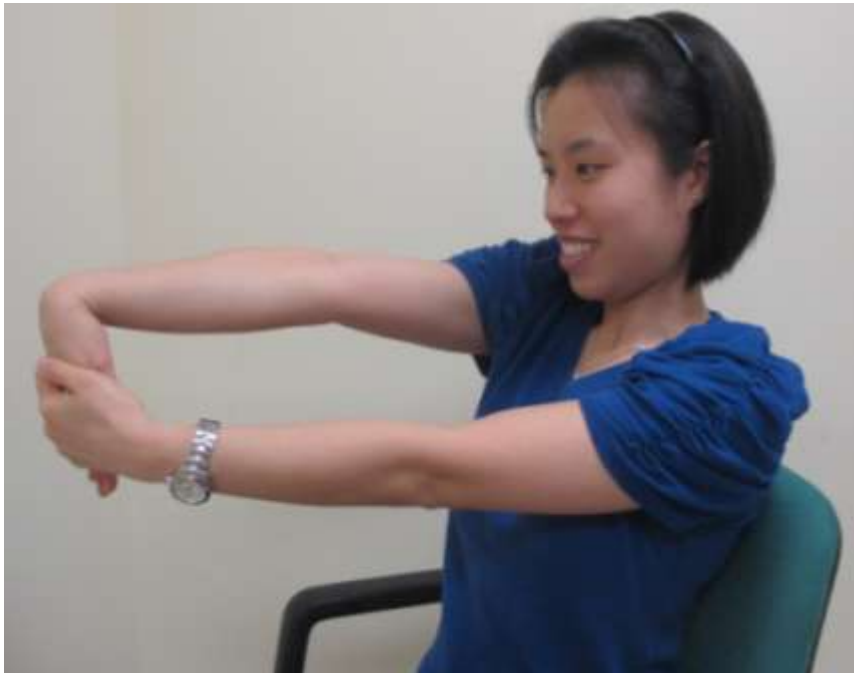
Chest Stretch



Pectoral Muscles

Forearm and Wrist Stretch

Wrist Extensor Muscles



Wrist and Finger Flexor Muscles



Lower Legs Stretch



Hamstrings



Calves



Hip Flexors

Incorporate Exercise into your Office Routine!

- Take alternate phone calls standing up.
- Walk and talk to your colleagues face to face.
- Take the stairs.
- Stretch it out at the photocopying machine.

